



How to View/Edit Family Profile in Sycamore



Please follow these steps to check over what we have in our system.

Always click the blue **update*** button on any step that you make changes on.

Always make sure you have scrolled down to the bottom of any pop up box that opens or resize it to make sure you don't miss anything.

School Home Page Diagram:

First log in to Sycamore using the login information you use to retrieve report cards.

1. On the left hand side go to **My Family**
2. Then **Information** and click
3. On the **General** tab -
 - a. Edit **Address** and **Home phone** if needed (cell phone's will be on the next tab)
 - b. On the right side you will see the **Online Family Directory** section - The default setting is to "include" everything. Please check the boxes of any items you would like to have "excluded" and **update***
4. Click the next tab - **Contacts**

Heilicher Minneapolis Jewish Day School
2019-2020

Good Afternoon, Carol

School Home Family / BRA1513

General 3 Contacts 4 Students Medical

Update

Family Information

Name: Brady, Mike & Carol
Formal: Carol A. & Mike Brady
Mailing Address: 4530 Halifax Ave N
City: Robbinsdale
State: MN
Zip: 65422
Country: Phone

School Information

Family Code: BRA1513
Messenger
Secret Word

Online Family Directory

Exclude Phone
 Exclude Cell Phone
 Exclude Mailing Address
 Exclude Email Addresses

3a
3b

Contacts Page Diagrams: (only need to verify phone #'s and email)

5. Click on each person's name to view, correct, and **update***
6. New contact's can be added by clicking the **New Contact button*** in the upper right hand corner. Feel free to add additional contacts as you see fit.

Things to note:

Emergency Contact box: check for any contact that you wish us to call in case you cannot be reached.
Authorized pick-up box: you may check this for any individual contact but please note that anyone going through the carpool line **MUST STILL** have a gold Vehicle ID card to pick up any student(s). This field is for **walk-in pick up use ONLY**.



School Home

Family / BRA1513

General **Contacts** 4 Students Medical

Name	Primary	Relationship	Home Phone	Work Phone	Cell Phone
Brady, Carol	<input checked="" type="checkbox"/>	Mother		(952) 381-3509	(651) 338-4743
Brady, Michael	<input checked="" type="checkbox"/>	Father		(847) 298-4875	
C. Alice		Helper			(999) 888-1234

» My Family

Information

Contacts

Students

Medical

» My School

» My Accounting

» My Organizer

Logout (carol.brady)

My Family Contact Profile

app.sycamoreschool.com/myfamilycontact.php?task=viewcontact&update=family&cid=2040335

Brady, Carol

General Messaging

Title: Suffix:

First: Carol Middle:

Last: Brady

Address: 123 Sunnybrook Address2:

City/Town: Anytown State/Region: CA

Zip/Postal: 98765 Country:

Cell: 9998881234 Home:

Work 1: 4892145256 Work 2: 0008881116

Fax:

Gender: DOB:

Email: mnewman@hmjds.org

Email2:

Email3:

Email4:

Relationship: Mother

Emergency Contact:

Authorize Pickup:

Update Close

Finally, go back to the **School Home Page Diagram (#2)** and on the right hand side of that page in the “**Online Forms Events**” section.

7. Click the **Student Health History Form**. Complete for each student. Remember you may need to scroll down to complete all of the questions depending on the screen size you are viewing it on. If you have more than one student you will need to click on the same Health History button to start a new form for each subsequent student.

The screenshot shows the Heilicher Minneapolis Jewish Day School website. The top navigation bar includes the school's logo, the name "Heilicher Minneapolis Jewish Day School", the year "2019-2020", and a greeting "Good Afternoon, Carol" with a leaf icon. The left sidebar has a dark background with white text, including "School Home" with a power icon, a menu with "School", "Front Desk", "Info Center", "Break Room", "System Help", "My Family", "My School", "My Accounting", and "My Organizer", and a "Logout (carol.brady)" link. The main content area has a white background. It features a "School Home" section with "My Classes" and "My Students" (Cindy, Bobby, Jan, Peter, Marsha, Greg). To the right is an "Information" section titled "My Students" showing profiles for Cindy, Bobby, Jan, Peter, Marsha, and Greg Brady. Below this is a "Weather" section for Minneapolis, MN, US, showing sunny conditions with a temperature of 67°F, feels like 74°F, wind chill of 67, and a pressure of 30.16. The "Online Forms Events" section is highlighted in yellow and contains a "Student Health History" button. At the bottom is a "Featured" section with links for "Photos", "Documents", and "Links".